DOCUMENT RESUME

ED 319 922 CE 054 864

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TITLE	Industry-Based Bilingual Vocational Training. A Directory of Industry-Based Training Programs for LEP Adults.
INSTITUTION	Development Assistance Corp., Dover, NH.
SPONS AGENCY	Office of Vocational and Adult Education (ED), Washington, DC.
PUB DATE	Mar 90
CONTRACT	VN89002001
NOTE	114p.; For a related document, see ED 317 772.
PUB TYPE	Reference Materials - Directories/Catalogs (132)
EDRS PRICE	MF01/PC05 Plus Postage.
DESCRIPTORS	Adult Basic Education; Adult Education; Community Education; *Cooperative Programs; Employer Employee Relationship; *Industrial Training; *Labor Force Development; Language Proficiency; *Limited English Speaking; School Business Relationship; Second Language Learning; Special Needs Students; *Vocational English (Second Language)
IDENTIFIERS	*Bilingual Vocational Education; *Workplace Literacy

ABSTRACT

The purposes of this directory of existing industry-based training programs--for limited English-proficient (LEP) adults employed in those industries--are as follows: (1) to provide a sense of the types of existing industry-based programs available to LEP employees; (2) to identify programs with the potential of implementing bilingual vocational training (BVT) models; and (3) to provide a listing for the promotion of the BVT model in workplace settings. Programs were identified through telephone contacts. Of the 94 programs listed in the directory, most are partnerships between companies and public programs. The most common types of partnerships with companies are as follows: 33 with public school adult basic education (ABE) centers; 19 with community-based organizations (CBOs); 16 with community colleges or vocational technical schools; and 9 with college or university adult English-as-a-second-language (ESL) centers. Nineteen states are represented in the program descriptions. Each program description includes the following information: educational agency partner; company name and address; program title; program director or contact person; brief description of the program; duration, training cycles, and number of trainees; ethnic and language groups served; and starting date and project continuation. The fluid nature of the directory is stressed. (CML)

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INDUSTRY-BASED BILINGUAL VOCATIONAL TRAINING

A Directory of Industry-Based Training Programs for LEP Adults

by

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Prepared for:

Office of Vocational and Adult Education
U.S. Department of Education

March 1990

Contract No. VN89002001

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
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INTRODUCTION AND SUMMARY OF THE DIRECTORY PROCESS AND LISTINGS

Introduction

This directory is compiled as part of a larger project whose overall goal is to promote the implementation of Bilingual Vocational Training (BVT) in the private sector by developing and working with training partnerships between private industry concerns and educational institutions. Two major objectives are:

1. To demonstrate the effectiveness of BVT as a model for use in the private sector; and
2. To develop a handbook for use by company and educational institution personnel to establish and provide BVT in the private sector.

One preliminary task of the project is to compile a directory of existing industry-based training programs for limited English-proficient (LEP) adults employed in those industries. The purposes of the directory are to:

1. Provide our readers with a sense of the types of industry-based programs there are for LEP employees;
2. Identify programs with the potential of implementing bilingual vocational training (BVT) models and of being nominated as demonstration sites;
3. Provide a list of programs and contacts for the dissemination of the handbook and other developed materials, and for the promotion of the BVT model in workplace settings.

The sampling in the directory is by no means random or experimental in design, but represents clusters of programs provided by key contacts or educational providers in a number of geographically diverse states. These programs are frequently not institutionalized, but are pilot or temporary, depending both on employers'/employees' needs and commitment, as well as on available federal, state, local or company funding. Consequently, perhaps as many as half of these programs will not be in existence by next year. However, many of the educational providers and some of the companies are committed to workplace programs for LEP employees and will become involved in other partnerships or operate programs on their own. For proprietary reasons, a few companies and one educational agency requested not to be included in the directory. Other companies preferred the program contact be only through the educational agency.

From the programs for this directory, almost all of the companies contacted had vocational, job skill and on-the-job vocational training separate from general and job-specific language, literacy and educational training. Since LEP adults were not identified or treated as a unique group in the former job skill type of training, but were a major group in the latter language type of training, this directory is primarily composed of these industry-based general and job-specific language literacy and educational training programs for LEP adults.

Methodology and Sources of Information

To identify industry-based programs serving LEP adults, telephone contacts were made rather than attempting a formal survey. The types of contacts have been: state departments of labor, state and local Job Training Partnership Act (JTPA) offices, local Service Delivery Areas (SDA) and Private Industry Councils (PIC); state departments of education, including Adult Basic Education (ABE) and literacy offices, vocational education and community college divisions; specialists in the field and known contacts/networks; and advertisements placed in the Business Council for Effective Literacy Newsletter and the National Coalition for Vocational Education for Limited English Speakers Newsletter.

The contacts at the state departments of labor and JTPA offices knew very little about companies doing these types of programs but sent us lists of local SDAs and PICs and in some cases referred us to contacts in state education offices. Many of the officers at the local PICs and SDAs also knew little about these programs, with notable exceptions. The contact at the PIC in Seattle knew of ten JTPA funded programs serving LEP adults. Boston's mayor's office contact provided leads for JTPA and PIC programs for LEP adults. New Mexico's three SDA officers also yielded some preliminary leads. The hope of locating programs that are run by the companies themselves through these types of sources was not realized. Programs run by companies were difficult to locate since there is no centralized information about their

existence. Also, some private companies requested that their programs for LEP employees not be included in the directory. In this sampling there are only a few programs that involve no partnership with an educational provider.

Contacts to state educational offices eventually led to key persons who were able to give us the names of local educational agencies that are involved in worksite educational programs. Some of these agencies have a number of partnerships with businesses and provide customized language (ESL, VESL, etc.) and literacy training on-site to LEP employees. The greatest number of the directory entries have come from these sources and thus the type of entry is skewed heavily in favor of the public/private partnerships.

Specialists in the field and other known contacts from organizations such as the Northwest Educational Cooperative in Illinois, the U.S. Department of Education (Division of Adult Education and Literacy), the National Center for Research in Vocational Education at Ohio State University, the Business Services Network of Connecticut Community Colleges, etc., have provided useful information for specific program contacts, and lists of other programs and contacts.

The final source of information on programs for LEP adults in industry, the request for information advertisements in the BCEL Newsletter and the National Coalition for Vocational Education for Limited English Speakers Newsletter, has not been very fruitful. Only two contacts responded, a company and an educational provider. They are included in the current listings.

Initial phone contacts were not made to all 50 states. Approximately 20 states with large populations of LEP adults on the East and West coasts, the Sunbelt and the industrial Midwest were targeted. A few other states were included where programs for LEP employees were thought to exist.

The search process by telephone contacts is worthy of note. When beginning with a state Department of Education, for example, it often took four, five or more calls and transfers to reach a knowledgeable person who could provide some local contacts. Only a few of these proved fruitful, and only after several calls to reach the key person at a local provider might we get information on one or more programs. Overall, approximately 700 calls/contacts (including inter-office transfers) were made to yield the programs described in the directory listings.

To be included in the directory, a company program had to address the needs of LEP workers. Workplace literacy, ABE and vocational programs with no accommodation for LEP employees (usually various types of ESL training) were not included. From the perspective of the educational provider, programs for LEP adults had to be products of partnerships with particular private companies (or unions and in a few cases, public organizations such as a municipal airport) and were usually conducted at the workplace. A few programs of public/private partnerships which happened to be run by and at the educational agency but exclusively for the company's employees have been included. Programs by and at the educational agency with open enrollment were not included.

Once the provider/implementer of an appropriate program was reached, the following types of information were requested about the program:

1. Educational agency partner.
2. Company name and address.
3. Program title.
4. Program director/contact person.
5. Brief description of the program.
6. Duration, training cycles, number of trainees.
7. Ethnic/language groups served.
8. Starting date and project continuation.

Overview of Program Types and Characteristics

Of the 94 programs listed in the Directory, most are public/private partnerships. The most common types of partnerships are between:

- public (school) ABE centers and companies (33 programs);
- community-based organizations (CBO) and companies (19);
- community colleges/vocational technical schools and companies (16); and
- college/university adult/ESL centers and companies (9).

Less common public/private partnerships include:

- public ABE centers and companies on the school site (1 program);
- state vocational education departments and companies (1);

- public refugee service centers and companies (1);
- public ABE centers and unions (1); and
- community colleges and 1 or more companies on the school site (2).

A few public/public partnership types are listed where the public educational provider is working with a public organization rather than a company. These include public ABE centers working with:

- school districts (2);
- state departments of education (1);
- public universities (1); and
- municipal airports (1).

Two types of private/private partnerships are represented:

- unions and companies (1 program of a hotel union for a group of hotels); and
- private educational agencies and companies (3).

Lastly, there are two programs in which the training is done by the companies' in-house training departments.

In practice there are a number of ABE centers, CBOs, etc., that have a number of partnerships with different companies. Examples are the Wilson Adult Center in Arlington, VA, the Tacoma Community House in Tacoma, WA, and the Labor Education Center in South Dartmouth, MA. Some schools and adult centers are very involved in workplace education, others are not at all.

The ethnic and language groups served by these programs are quite varied. By far the most frequent group mentioned is Hispanic

(73 programs). Specific nationalities such as Mexican, Cuban or Puerto Rican were only occasionally singled out. The next most frequently reported group is Asian (57 programs). Asians (or Southeast Asians), in general, were mentioned as clients in 15 programs and/or specific nationalities were given, such as Vietnamese (14 programs), Chinese (9), Koreans (6), and Cambodians (5). Some programs reported their students as being of various ethnic backgrounds (11 programs). Other commonly served ethnic groups include: Haitians (8), Portuguese, including Cape Verdeans (8), Polish (5), East Indians (5), and Italians (4).

The types of jobs held by the LEP employees are also varied. The most frequent job types reported are:

- o factory assembly, heavy industry and production workers (30 programs);
- o housekeepers/ domestics and stewards (19);
- o food, beverage and restaurant service workers (20);
- o electronics, computer and software workers (10);
- o food, beverage and meat processors (9); and
- o maintenance workers (8);
- o custodians (6).

Other jobs reported less often are:

- o textile/ clothing workers (4);
- o hospital workers (3);
- o managers/professionals (4);
- o check processors (2);

- drivers (2);
- laundry workers (2); and
- customer service representatives (2).

In addition, those reported for only one program each are:

- newspaper production workers;
- landscapers;
- airfield workers;
- mail room workers;
- data processors;
- agriculture workers; and
- warehouse employees.

Common across all these types of jobs is that many of the LEP employees are in entry-level positions.

The types of general and job-specific language, literacy and educational training for LEP employees in these programs include:

- ABE (Adult Basic Education);
- GED (high school equivalency diplomas);
- general ESL (English as a Second Language, including basic and survival ESL, as well as more advanced listening, speaking, reading and writing skills);
- workplace ESL (ESL for the work environment, including asking questions, making suggestions, group process skills, etc.);

- workplace literacy (literacy for the work environment, including reading directions and safety rules, writing notes, etc.);
- VESL (ESL for specific jobs or job training);
- ESP (English for Special Purposes, such as learning the vocabulary for a particular subject area, the skills to take a particular test, etc.); and
- BVT (Bilingual Vocational Training, where, in addition to ESL and VESL, job skills instruction takes place in the native language and in English).

Most of the programs listed include at least several of the foregoing types of training for LEP adults. The most common combinations of training offered are:

- general ESL, workplace ESL and literacy (16 programs);
- the same three types with the addition of VESL (16);
- general and workplace ESL (7);
- ABE and general ESL (7); and
- ABE, general ESL and workplace literacy (5).

There are a number of other combinations with the usual elements being: general ESL, workplace ESL, workplace literacy, VESL and ABE. Infrequent types of training to appear are ESP (5 times), GED (2 times), and BVT which was present in only 2 programs.

Most program sites, except for a few very large programs, have only one or two classes going on at any particular time. One class cycle may include several of the foregoing LEP training models.

As stated in the Methodology and Sources of Information section, states with high LEP populations were targeted. The following list indicates the number of program listings by state.

State	Number of Programs
Virginia	17
Massachusetts	16
Texas	9
Connecticut	8
Washington	7
California	6
Colorado	5
Illinois	5
New York	3
New Jersey	3
Kansas	3
Minnesota	3
Oklahoma	2
Florida	2
Michigan	1
Idaho	1
Nebraska	1
New Mexico	1
Arizona	1
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Conclusions

In relation to the private companies, commitment to training LEP employees varies. Many have an interest in beginning worksite programs, (often with outside funding) but few have a long-term commitment on their own or with educational partners. Some companies' motivations appear not so much to educate and "empower" workers, but rather to enable them to read basic signs and understand basic directions. Others have the goal of raising all employees' literacy skills to a seventh grade level or above.

In larger companies, there often seems to be a lack of knowledge and communication about programs for LEP workers at various worksites. Some companies have adopted a proprietary attitude towards their training programs and prefer no publicity. Also, some companies (and a few educational providers) tend not to use the terms "ESL" or "literacy", but use terms like "English language training" and "language skills enhancement" instead. In fact, some potential program participants will not enroll in a "literacy" class because they feel that it is degrading. However, the same employees will enroll in a "skills enhancement" class.

Educational providers also lack knowledge of industry-based LEP training programs. State education agencies lack awareness of local providers' programs and of what other state agencies are doing. There is no centralized communication or comprehensive awareness of local providers' involvement with workplace LEP training within a state, let alone the country. Considering the variety of organizations involved and of federal, state, local and private funding sources, this lack of centralization of information is not surprising.

In some states or areas of states, such as Massachusetts and northern Virginia, educational providers actively promote the idea of workplace education for LEP adults. In other states, such as Utah, this concept does not appear to be widespread. Within states where there are workplace educational partnerships for LEP employee training, some educational agencies are highly involved and have a number of different workplace programs; others are not involved and

offer programs only at their educational centers.

Some conclusions can also be drawn about the types of LEP employee training programs, classes and participants. In all the companies/partnerships contacted, vocational and OJT programs are separate from general and job-specific language, literacy and educational programs, and do not address LEP employees as a group. Many companies have general ABE, ESL and literacy programs, but those more strongly committed to the training of their LEP employees also have customized and job-specific language training. Only 2 programs reported the use of some BVT. Most programs are small (1 to 4 classes) and classes are small (6 to 20 students). A few have individualized instruction. Many programs serve only one or several ethnic groups. However, large programs serve employees of more diverse backgrounds. Many LEP employees are in entry-level (including manual and menial labor) positions. Some programs are oriented towards up-grading skills and retraining for internal promotion.

In conclusion, the fluid nature of this directory needs to be stressed. As noted at the outset, the intention was to do a sampling of programs, not to develop a stable and comprehensive listing. The programs come and go with funding and other circumstances. Even when programs remain, trainee characteristics change. As a result, this directory is best considered a snapshot of program status at one two- to three-month point in time. That snapshot may change in detail if taken at another time. Given the facts, however, that it was taken of the states with the largest

LEP populations and that over 700 phone contacts were made, using leads from the best available sources, we suggest that the picture is a generally accurate one and, thus, quite representative of the overall trends nationally.

DIRECTORY OF INDUSTRY-BASED TRAINING PROGRAMS FOR LEP ADULTS

(Entries are listed alphabetically by state and within state by educational agency*)

*For proprietary reasons, a few companies and one educational agency requested not to be included in the directory. Other companies preferred the program contact be only through the educational agency.

PUBLIC/PRIVATE PARTNERSHIPS

Arizona

Educational Agency Partner:
Rio Salada Community College
Business Industry Training Department
640 North 1st Avenue
Phoenix AZ 85003

Company Name and Address:
World Wide Express
1018 W. Roosevelt St.
Phoenix AZ 85007

Program Title: English in Business

Program Director/Contact Person:
Monica Zontanos
(at Community College)
(602)223-4280

Description of Training Program:
The classes work on listening, speaking and pronunciation skills via cashier and client scenarios. The literacy skills center on the terms and forms needed on the job.

Duration of Training Cycles: 8 weeks
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 8 per class

Ethnic/Language Groups Served: Hispanic (Mexican)

Starting Date and Project Continuation:
September, 1989;
projected renewal.

California

Educational Agency Partner:
ABC Unified School District Adult School
12254 Cuesta Drive
Cerritos CA 90701

Company Name and Address:
Holly Industries
17720 Crusader Street
Cerritos CA 90701

Program Title: ESL

Program Director/Contact Person:
Betty Gerhardt
(at school district)
(213)926-6734

Description of Training Program:
The life skills approach and special curriculum were developed by the educational provider. Holly Industries provided the room, and ABE provided the teacher. The company purchased books for the students. This program is no longer operating.

Duration of Training Cycles: 9 months
Class Schedule: 1 class
2 hours per class
3 meetings per week
Number of Students: 15-20

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
October, 1988 - June, 1989.

California

Educational Agency Partner:
Hacienda La Puente Adult Education
1600 Ponte Nova Avenue
Hacienda Heights CA 91745

Company Name and Address:
Bentley Carpet Mill
City of Industry CA 91744

Program Title: Workplace Literacy & ESL

Program Director/Contact Person:
Barry Altshule
(at Hacienda La Puente)
(818)855-3510
Ed Velasco
(818)333-4585

Description of Training Program:
At Bentley, most of the supervisors speak English and the workers speak Spanish. The company has the goal of bi-lingualism for all employees. Thus, there is a general ESL/ literacy class with some VESL for workers and Spanish class for supervisors.

Duration of Training Cycles: ongoing
Class Schedule: 1 class
3 hours per class
1 meeting per week
Number of Students: 15

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
1988 -- ongoing.

California

Educational Agency Partner:
Milpitas Adult Education Program
1331 East Calaveras Blvd.
Milpitas CA 95035

Company Name and Address:
Hewlett Packard
First Street
San Jose CA 95150

Program Title: VESL Classes

Program Director/Contact Person:
Carol Upton
(at Adult Ed.)
(408)945-2353

Description of Training Program:
Student placement will be according to work schedule. The educational provider assesses the employees' needs and designs a curriculum which must get company approval. Job-related vocabulary and resources are integrated into the curriculum. Employees are pretested for listening and reading comprehension; two levels of ESL are offered. For workers who are at a lower-level (beginning ESL), the program stresses basic English survival skills.

Duration of Training Cycles: 10 weeks
Class Schedule: 2 classes
1 hour per class
2 meetings per week
Number of Students: 35

Ethnic/Language Groups Served: Asian, Hispanic, European

Starting Date and Project Continuation:
October - December, 1989;
will start again in April, 1990.

California

Educational Agency Partner:
Milpitas Adult Education Program
1331 East Calaveras Blvd.
Milpitas CA 95035

Company Name and Address:
Sullivan Software
(Subsidiary of Zidex Corp.)
Osgood
Fremont California 94536

Program Title: VESL Classes

Program Director/Contact Person:
Carol Upton
(at Adult Ed.)
(408)945-2353

Description of Training Program:
Student placement will be according to work schedule. The educational provider assesses the employees' needs and designs a curriculum which must get company approval. Job-related vocabulary and resources are integrated into the curriculum. Employees are pretested for listening and reading comprehension; two levels of ESL are offered. For workers who are at a lower-level (beginning ESL), the program stresses basic English survival skills.

Duration of Training Cycles: 10 weeks (intermediate)
6 months (advanced)

Class Schedule: 2 classes
2 hours per class
2 meetings per week

Number of Students: 20 per class

Ethnic/Language Groups Served: Hispanic and East Indian

Starting Date and Project Continuation:
January, 1990.

Colorado

Educational Agency Partner:
Extended Campus ESL Program
Metropolitan State College
1554 California Street, Suite 200
Denver CO 80202

Company Name and Address:
AT&T
1200 West 120th Avenue
Box 821, Education Center
Denver CO 80234

Program Title: Workplace Reading & Speaking

Program Director/Contact Person:
Alida Franco
(at Metro State)
(303)623-1500
Doris Bongiovanni
(at AT&T)
(303)538-2696

Description of Training Program:
Production employees needed to improve their workplace reading skills in order to read technical documentation in their jobs. The training plan consisted of two general reading courses to upgrade basic reading skills in English and a custom designed workplace reading course to target specific workplace needs. In addition, the employer requested a workplace speaking course to upgrade spoken language on the job.

Duration of Training Cycles: 15 weeks
Class Schedule: 2 classes
1 hour per class
2 meetings per week
Number of Students: 10-12 per class

Ethnic/Language Groups Served: Asian

Starting Date and Project Continuation:
Training started in January, 1988;
ends December, 1989.

Colorado

Educational Agency Partner:
Extended Campus ESL Program
Metropolitan State College
1554 California Street, Suite 200
Denver CO 80202

Company Name and Address:
AT&T Bell Laboratories
11900 N. Pecos Avenue
Denver CO 80234

Program Title: Professional Communication Series

Program Director/Contact Person:
John Smathers
(at Bell)
(303)538-4356
Alida Franco
(at Metro State)
(303)623-1500

Description of Training Program:
The professional series offers four courses for non-native speakers:
- Effective Speaking for Discussions;
- Pronunciation Workshop;
- Oral Presentation Workshop; and
- Writing for the Professional.

Duration of Training Cycles: 15 weeks
Class Schedule: varies
Number of Students: 10 per class

Ethnic/Language Groups Served: European, Asian, Hispanic

Starting Date and Project Continuation:
Summer, 1987 -- ongoing.

Colorado

Educational Agency Partner:
Extended Campus ESL Program
Metropolitan State College
1554 California Street, Suite 200
Denver CO 80202

Company Name and Address:
Italtelematica
12110 North Pecos Street
Denver CO 80233

(Italtelematica is not an American company, but it has a working partnership with AT&T.)

Program Title: Professional Communication Series

Program Director/Contact Person:
Roberto Danna
(at Italtel.)
(303)538-3508;
Alido Franco
(at Metro State)
(303)623-1500

Description of Training Program:
The professional series offers four courses for non-native speakers:
- Effective Speaking for Discussions;
- Pronunciation Workshop;
- Oral Presentation Workshop; and
- Writing for the Professional.

Duration of Training Cycles: 15 weeks
Class Schedule: varies
Number of Students: 10 per class

Ethnic/Language Groups Served: Italian

Starting Date and Project Continuation:
August, 1989 - June, 1990.

Colorado

Educational Agency Partner:
Jefferson County Adult ESL Program
McLain Community High School
2001 Hoyt St.
Lakewood CO 80215

Company Name and Address:
Jose O'Shea's
Union Street
Lakewood CO 80215

Program Title: Workplace ESL

Program Director/Contact Person:
Terry Kristofferson
(at O'Shea's)
(303)988-7333
Roberta Hodkowski
(at Jefferson County ESL)
(303)238-8148
(303)238-7847

Description of Training Program:
The classes involve ESL and workplace literacy with some language specific to the jobs of kitchen and restaurant workers. Employees also attend BVT classes on their own time, off-site.

Duration of Training Cycles: 12 weeks
Class Schedule: 1 class
1 1/2 hours per class
2 meetings per week
Number of Students: 8-10

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
December, 1989;
will continue.

Colorado

Educational Agency Partner:
Jefferson County Adult ESL Program
McLain Community High School
2001 Hoyt St.
Lakewood CO 80215

Company Name and Address:
Sheraton
Union Street
Lakewood CO 80215

Program Title: Workplace ESL

Program Director/Contact Person:
Roberta Hodkowski
(at Jefferson County ESL)
(303)238-8148
(303)238-7847

Description of Training Program:
This program emphasizes culture and language. The Sheraton is very committed to upgrading employees' skills. The program serves primarily maintenance and housekeeping staff.

Duration of Training Cycles: 12 weeks
Class Schedule: 1 class
3 hours per class
1 meeting per week
Number of Students: 6-8

Ethnic/Language Groups Served: Hispanic, Asian, and Bantu and Arabic African.

Starting Date and Project Continuation:
1986 -- ongoing.

Connecticut

Educational Agency Partner:
Business Services Network
Norwalk Community College
333 Wilson Ave.
Norwalk CT 06854

Company Name and Address:
Pitney-Bowes, Inc.
Stamford CT 06926

Program Title: ESL & Basic Skills

Program Director/Contact Person:
Gordon Beardsley
(at Pitney-Bowes)
(203)326-6163
Steve Croncota
(at Norwalk)
(203)853-2040, Ext.243

Description of Training Program:
General ESL in five different ESL levels is offered. Assessment determines groupings. The company provides mailing, shipping, dictating, copying and facsimile systems; item identification and tracking systems and supplies; mailroom, reprographics and related management services; and product financing.

Duration of Training Cycles: 6 cycles of 12 weeks each
Class Schedule: 24 classes
2 hours per class
2 meetings per week
Number of Students: 75

Ethnic/Language Groups Served: Columbian, Italian, Polish, Puerto Rican, Haitian, Chinese

Starting Date and Project Continuation:
September - December, 1989;
will continue for a minimum of 18 months.

Connecticut

Educational Agency Partner:
Business Services Network
Norwalk Community College
333 Wilson Ave.
Norwalk CT 06854

Company Name and Address:
R.C. Bigelow, Inc.
Norwalk CT 06854

Program Title: ESL

Program Director/Contact Person:
Gladys Borge
(203)853-1212
Steve Croncota
(at Norwalk)
(203)853-2040 Ext.243

Description of Training Program:
The class focused on work-specific survival English and on vocabulary that was unique to the company. Supervisors were taught survival Spanish.

Duration of Training Cycles: 10 weeks
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 13

Ethnic/Language Groups Served: Columbian, Puerto Rican, Haitian

Starting Date and Project Continuation:
January 31 - April, 1989.
May continue, the company is committed to helping employees improve English language skills.

Connecticut

Educational Agency Partner:
Business Services Network
Tunxis Community College
Route 6 and 177
Farmington CT 06032

Company Name and Address:
Ensign - Bickford Industries, Inc.
Simsbury CT 06070

Program Title: Extensive ESL

Program Director/Contact Person:
Susan Cavallari
(at Tunxis)
(203)677-7701 Ext.64

Description of Training Program:
ESL is offered to line employees in group and individual situations. Students are assessed for three levels of proficiency.
Beginning: Speaking and listening skills, visual and oral recognitions, communications, asking and answering questions, reporting problems, safety, social interactions, and English idioms.
Intermediate: Speaking and listening, basic literacy, problem-solving, receiving and giving instructions, and safety.
Advanced: Preparation for reading and responding to work-related texts; and improvement of literacy skills in order to pass specific job-related tests.

Duration of Training Cycles: 15 weeks
Class Schedule: 3 classes
3 hours per class (beginning and intermediate)
1 1/2 hours per class (advanced)
1 meeting per week
Number of Students: 33 in all

Ethnic/Language Groups Served: Hispanic, Peruvian, Laotian, Vietnamese, West Indian

Starting Date and Project Continuation:
November, 1989 - March, 1990.

Connecticut

Educational Agency Partner:
Business Services Network
Tunxis Community College
Route 6 and 177
Farmington CT 06032

Company Name and Address:
Pratt & Whitney (United Technologies)
Southington CT 06489

Program Title: ESL

Program Director/Contact Person:
Susan Cavallari
(at Tunxis)
(203)677-7701 Ext.64

Description of Training Program:
This program focuses on improving employees' speaking and listening skills.

Duration of Training Cycles: 10 weeks
Class Schedule: 1 class
1 1/2 hours per class
2 meetings per week
Number of Students: 9

Ethnic/Language Groups Served: Polish and Vietnamese

Starting Date and Project Continuation:
April, 1989 - June, 1989.

Connecticut

Educational Agency Partner:
Literacy Volunteers of America (LVA) of Danbury
221 Main Street
Danbury CT 06810

Company Name and Address:
Eaton Corporation
Pressure Sensors Division
15 Durant Avenue
Bethel CT 06801

Program Title: Eaton/LVA Workplace Literacy

Program Director/Contact Person:
Sharon Smith
(at Eaton
(203)796-6026
Jackie Ford
(at LVA)
(203)792-8260

Description of Training Program:
The program is a one on one tutoring program involving life skills ESL and workplace literacy. Tutors are provided by LVA.

Duration of Training Cycles: varies
Class Schedule:
Number of Students:

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
November, 1988 -- ongoing.

Connecticut

Educational Agency Partner:
Northeast Regional Adult Education
The Northeast Learning Center
111 Connecticut Mills Avenue
Danielson CT 06239

Company Name and Address:
Franklin Mushroom Farm
P.O. Box 18
Franklin CT 06254

Program Title: Franklin Mushroom Farm ESL

Program Director/Contact Person:
Nancy Smith
(at the Farm)
(203)642-7551
Connie Toni
(at Northeast Learning Center)
(203)779-3770

Description of Training Program:
The number of classes and students vary according to work schedule. There has been and still is an Amnesty class. A class will soon teach workplace ESL.

Duration of Training Cycles: varies
Class Schedule:

Number of Students: 40

Ethnic/Language Groups Served: Amnesty - Hispanic, Haitian
Workplace ESL - Hispanic, Laotian

Starting Date and Project Continuation:
January, 1989 -- ongoing.

Connecticut

Educational Agency Partner:
Vocational-Technical School System
Connecticut Department of Education
25 Industrial Park Road
Middletown CT 06457

Company Name and Address:
Pratt & Whitney
Southington CT 06489

Program Title: Bilingual Vocational Training Program, Job-specific ESL

Program Director/Contact Person:
Saul Sibirsky
(at CT Dept. of Ed.)
(203)638-4127

Description of Training Program:
A Pre-Vocational ESL program is available for entry-level employees. This program involves mostly job-related English (VESL & workplace ESL).

Duration of Training Cycles: 10 weeks
Class Schedule: 1 class
1 1/2 hours per class
2 meetings per week
Number of Students: 25

Ethnic/Language Groups Served: Polish

Starting Date and Project Continuation:
September, 1989;
will continue.

Connecticut

Educational Agency Partner:
Vocational-Technical School System
Connecticut Department of Education
25 Industrial Park Road
Middleton CT 06457

Company Name and Address:
University of Connecticut
Storrs CT 06268

Program Title: Maintainers Bilingual Vocational Training Program

Program Director/Contact Person:
Saul Sibirsky
(at CT Dept. of Ed.)
(203)638-4127

Description of Training Program:
Bilingual vocational training skills are offered to maintenance employees of University of Connecticut (at Storrs). The program upgraded employees' skills through bilingual instruction and provided job-specific ESL and life-coping skills.

Duration of Training Cycles: 1 semester
Class Schedule: 1 class
3 hours per class
1 meeting per week
Number of Students: 15

Ethnic/Language Groups Served: Chinese and Hispanic

Starting Date and Project Continuation:
September 1989 - December, 1989;
will try to negotiate new contract.

Florida

Educational Agency Partner:
Adult and Community Education
School Board of Palm Beach County
3970 RCA Building, Suite 7016
Palm Beach Gardens FL 33410

Company Name and Address:
C.A. Muer Corp.
1548 Porter Street
Detroit MI 48216

Program Title: ESOL & Workplace Literacy

Program Director/Contact Person:
Tom Lipinski
(at Muer)
(313)965-5555
Sheila Acevedo
(at Adult & Community Ed.)
(407)624-2300

Description of Training Program:
A Detroit-based company operates 5 restaurants in Palm Beach, Florida. This program provides work-specific ESOL classes for restaurant and commissary employees of the company. The employees are paid to attend classes.

Duration of Training Cycles: 16 weeks
Class Schedule: 5 classes (1 site with expansion planned to 5))
2 hours per class
3 meetings per week
Number of Students: 15 per class

Ethnic/Language Groups Served: Hispanic and Haitian

Starting Date and Project Continuation:
January, 1990.

Florida

Educational Agency Partner:
Adult and Community Education
School Board of Palm Beach County
3970 RCA Building, Suite 7016
Palm Beach Gardens FL 33410

Company Name and Address:
Palm Beach Post
Palm Beach FL 33480

Program Title: ESOL & Workplace Literacy

Program Director/Contact Person:
Gail Howden
(at Palm Beach Post)
Sheila Acevedo
(at Adult & Community Ed.)
(407)624-2300

Description of Training Program:
ABE and ESL classes are offered to employees in the production department. General ESOL and will be expanding soon. The employees are paid to attend.

Duration of Training Cycles: ongoing
Class Schedule: 1 class
1 hour per class
2 meetings per week (lab available on fridays)
Number of Students: 12

Ethnic/Language Groups Served: Haitian and Hispanic

Starting Date and Project Continuation:
October 18, 1989 -- ongoing.

Idaho

Educational Agency Partner:
Refugee Service Program
5440 W. Franklin #100
Boise ID 83705

Company Name and Address:
Friedman Bag

Program Title: English classes

Program Director/Contact Person:
Agnis Jewett
(at Refugee Ser. Prog.)
(208)334-2693

Description of Training Program:
The classes serve potato/onion sack factory employees and focus on safety and other workplace related needs.

Duration of Training Cycles:
Class Schedule: 1 class
1/2 hour per class
4 meetings per week
Number of Students: 24

Ethnic/Language Groups Served: Laotian, Romanian, Soviet, Vietnamese

Starting Date and Project Continuation:
December, 1989 - March, 1990.

Illinois

Educational Agency Partner:
Literacy Volunteers of America (LVA)
9 West Washington Street, Room 460
Chicago IL 60602

Company Name and Address:
Marshall Fields Co.

Program Title: LVA Workplace Literacy

Program Director/Contact Person:
George Hagenauer
(at LVA)
(312)236-0341

Description of Training Program:
The Program is a one on one tutoring arrangement between LEP restaurant, factory, store and alterations workers and other company employees trained as tutors.

Duration of Training Cycles: 6 months
Class Schedule: varies
Number of Students: 50

Ethnic/Language Groups Served: Hispanic, Chinese

Starting Date and Project Continuation:
June, 1989;
will continue.

Illinois

Educational Agency Partner:
Roosevelt University
430 S. Michigan
Chicago IL 60605

Company Name and address:
Nabisco
7300 S. Kedzie
Chicago IL 60629

Program Title: Adult Learning Skills Program

Program Director/Contact Person:
Nancy Rinehart
(at Nabisco)
(312)925-4300
Bonnnie Smothers
(at Roosevelt University)
(312)341-4320

Description of Training Program:
One class that includes literacy, ABE and GED. ESL is on an individual basis.

Duration of Training Cycles: varies
Class Schedule: 1 class
1 hour per class
5 meetings per week
Number of Students: 10-15

Ethnic/Language Groups Served:
Mixed. Some are native English speakers.

Starting Date and Project Continuation:
Ongoing.

Illinois

Educational Agency Partner:
Workplace Literacy Partners in Chicago
Northwest Educational Cooperative
1855 Mt. Prospect Rd.
Des Plaines IL 60018

Company Name and Address:
Bretford Manufacturing
1100 Seymour Avenue
Franklin Park IL 60131

Program Title: Workplace Literacy & ESL

Program Director/Contact Person:
Linda Mrowicki
(at NW Ed. Coop)
(708)803-3535

Description of Training Program:
The company offers job-specific ESL and work skills to its LEP employees. The program is federally funded.

Duration of Training Cycles: 9 weeks
Class Schedule: 2-3 classes
1 hour per class
4 meetings per week
Number of Students: 10-15 per class

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
1988-1990.

Illinois

Educational Agency Partner:
Workplace Literacy Partners in Chicago
Northwest Educational Cooperative
1855 Mt. Prospect Rd.
Des Plaines IL 60018

Company Name and Address:
Denoyer-Geppart Science Co.
5215 North Ravenswood
Chicago IL 60640

Program Title: Workplace Literacy & ESL

Program Director/Contact Person:
Linda Mrowicki
(at NW Ed. Coop)
(708)803-3535

Description of Training Program:
The company offers job-specific ESL and work skills to its LEP employees. The program is federally funded.

Duration of Training Cycles: 9 weeks
Class Schedule: 2-3 classes
1 hour per class
4 meetings per week
Number of Students: 10-15 per class

Ethnic/Language Groups Served:
Asian, Hispanic and Haitian

Starting Date and Project Continuation:
1988-89; ends early 1990. No federal refunding; employer may pick up program.

Illinois

Educational Agency Partner:
Workplace Literacy Partners in Chicago
Northwest Educational Cooperative
1855 Mt. Prospect Rd.
Des Plaines IL 60018

Company Name and Address:
Magid Glove and Safety Co.
2060 N. Kolmar Avenue
Chicago IL 60639

Program Title: Workplace Literacy & ESL

Program Director/Contact Person:
Linda Mrowicki
(at NW Ed. Coop)
(708)803-3535

Description of Training Program:
The company offers job-specific ESL and work skills to its LEP employees. The program is federally funded.

Duration of Training Cycles: 9 weeks
Class Schedule: 2-3 classes
2 hours per class
4 meetings per week
Number of Students: 10-15 per class

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
1988-89; ends early 1990. No federal refunding; employer may sponsor.

Kansas

Educational Agency Partner:
Adult Learning Center
Garden City Community College
603 N. 8th St.
Garden City KS 67846

Company Name and Address:
Iowa Beef Packing (IBP)
Holcomb KS 67851
(316)277-2614

Program Title: ESL Program

Program Director/Contact Person:
Suzanne Murphrey
(at Garden City)
(316)276-7600

Description of Training Program:
This program offers beginning, intermediate and advanced basic survival skills to refugees. The curriculum incorporates information about health and education services. Literacy classes are geared to literate and non-literate LEP's.

Duration of Training Cycles: ongoing -- days and evenings
Class Schedule: 2 hour classes
classes meet Sunday-Friday
Number of Students: 150 per year

Ethnic/Language Groups Served: Asian and Hispanic

Starting Date and Project Continuation:
1980 -- ongoing.

Kansas

Educational Agency Partner:
Adult Learning Center
Garden City Community College
603 N. 8th Street
Garden City KS 67846

Company Name and Address:
Montford Packing
Rte. 1
Garden City KS 67846

Program Title: ESL Program

Program Director/Contact Person:
Tony Sumaya
(at Montford)
(316) 275-9661
Suzanne Murphrey
(at Garden City)
(316)276-7600

Description of Training Program:
This program offers beginning, intermediate, and advanced basic survival skills to refugees. The curriculum incorporates information about health services and education services. Literacy classes are geared to literate and non-literate LEP's.

Duration of Training Cycles: ongoing -- days and evenings
Class Schedule: 2 hour classes
classes meet Sunday-Friday
Number of Students: 150 per year

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
Programs started in the early 1980's.
In 1985 Montford changed hands; program has stayed on.

Kansas

Educational Agency Partner:
Adult Learning Center
Garden City Community College
603 N. 8th Street
Garden City KS 67846

Company Name and Address:
Sharp Bros. Feed Co.
Healey KS 67850

Program Title: ESL

Program Director/Contact Person:
Suzanne Murphrey
(at Garden City)
(316)276-7600

Description of Training Program:
This program offers beginning, intermediate, and advanced basic survival skills to refugees. The curriculum incorporates information about health services and education services. Literacy classes are geared to literate and non-literate LEP's.

Duration of Training Cycles: ongoing -- days and evenings
Class Schedule: 2 hour classes
classes meet Sunday-Friday
Number of Students: 150 per year

Ethnic/Language Groups Served: Hispanic, Asian

Starting Date and Project Continuation:
Finished September, 1989.

Massachusetts

Educational Agency Partner:
Bureau of Adult Education of
Springfield Public Schools
195 State Street
Springfield MA 01102

Company Name and Address:
Heritage Hall South Nursing Homes
100 Harvey Johnson Drive
Agawam MA 01001

Program Title: State D.O.E. Adult Literacy & ESL

Program Director/Contact Person:
Ray Morrow
(at Bureau of Adult Ed.)
(413)787-7075

Description of Training Program:
This is a two-part program which includes Adult Basic Education and ESL. The nursing home encourages internal promotion and gives employees one hour of paid time to attend classes. Work-related and life-coping skills are emphasized.

Duration of Training Cycles: ongoing
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 12

Ethnic/Language Groups Served: Hispanic, Asian

Starting Date and Project Continuation:
September, 1989 - June, 1990.

Massachusetts

Educational Agency Partner:
Bureau of Adult Education of Springfield
Public Schools
195 State Street
Springfield MA 01102

Company Name and Address:
Milton Bradley Corporation
Shaker Road
East Longmeadow MA 01028

Program Title: State Workplace Literacy

Program Director/Contact Person:
Ray Morrow
(at Bureau of Adult Ed.)
(413)787-7075

Description of Training Program:
This program offers basic ESL emphasizing job-skills and life-coping skills. It provides one hour of paid incentive time for every employee volunteered hour.

Duration of Training Cycles: 12 weeks
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 12

Ethnic/Language Groups Served: Russian, Hispanic, Asian, Portuguese

Starting Date and Project Continuation:
March 20, 1990 - June 8; continuation likely; will continue pending company's interest, Milton Bradley is paying for all costs.

Massachusetts

Educational Agency Partner:
Cambodian Mutual Assistance Association (CMAA)
125 Perry Street
Lowell MA 01853

CMAA is a nonprofit CBO which does ESL/ABE, social service referrals and job development.

Company Name and Address:
Altron
One Jewel Drive
Wilmington MA 01887

Program Title: Workplace English

Program Director/Contact Person:
Paul Carlotto, Training Specialist
(at Altron)
(508)658-5800
Vera Godley
(at CMAA)
(508)454-4286

Description of Training Program:
The current class is for workplace literacy and ESL for the workplace. The students work with electronic assembly and circuit boards. The classes have been paid for by a State Department of Education Grant. The company grants employees two hours of release time to attend class.

Duration of Training Cycles: 6 months
Class Schedule: 1 class
2 hour per class
2 meetings per week
Number of Students: 15-18

Ethnic/Language Groups Served: Cambodian, Indian, Hispanic and Portuguese

Starting Date and Project Continuation:
January, 1989 to December, 1989;
the company is continuing the program on its own.

Massachusetts

Educational Agency Partner:
Employment Connections, Inc.
980 Broadway
Chelsea MA 02150

Company Name and Address:
Fraen
Reading MA 01867

Program Title: Workplace Literacy and ESL

Program Director/Contact Person:
Debbie Shannon
(at E.C.I.)
(617)884-1755

Description of Training Program:
Classes are at beginning levels with some individual instruction using cassette tapes.

Duration of Training Cycles: 3 months
Class Schedule: 2 classes
2 hours per week
2 meetings
Number of Students: 10-12 per class

Ethnic/Language Groups Served: Asian, mostly Cambodian

Starting Date and Project Continuation:
March, 1989;
will continue.

Massachusetts

Educational Agency Partner:
Employment Connections, Inc.
980 Broadway
Chelsea MA 02150

Company Name and Address:
Spir-it
11 Lake Street
Wakefield MA 01880

Program Title: Workplace Literacy and ESL

Program Director/Contact Person:
Debbie Shannon
(at E.C.I.)
(617)884-1755

Description of Training Program:
The class content is primarily low to beginning workplace and job specific ESL and literacy. A video was developed and used relating to machine safety.

Duration of Training Cycles: 3 months
Class Schedule: 2 classes
2 hours per class
2 meetings per week
Number of Students: 8-10 per class

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
March, 1989;
will continue.

Massachusetts

Educational Agency Partner:
International Language Institute
of Massachusetts, Inc.
P.O. Box 516
Sullivan Square
Northampton MA 01060
(413)586-7569

Company Name and Address:
Hampden Papers, Inc.
P.O. Box 149
Holyoke MA 01040

Program Title: Workplace Education Project/Massachusetts D.O.E. ABE, GED Preparation

Program Director/Contact Person:
Alexis Johnson
(at ILI)
Brad Sperry
(at Hampden Cnty Emp. & Trng.)
(413)781-6900
Robert Fowler
Rich Collins
(at Hampden Papers)
(413)536-1000

Description of Training Program:
The program is job specific, the main goal being to develop self-confidence and self-esteem in order that employees may function better in their present capacities and become promotable in the future.

Duration of Training Cycles: one year
Class Schedule: 2 classes
3 1/2 hours per week
1 meeting per class
Number of Students: 20 in all (approx.)

Ethnic/Language Groups Served: Hispanic, Polish, Cambodian

Starting Date and Project Continuation:
1988; second year of five-year contract.

Massachusetts

Educational Agency Partner:
Jewish Vocational Services
325 Howard Street, Room 204
Brookline MA 02146

Jewish Vocational Services (JVS) is a nationwide nonprofit CBO. In the Boston area, JVS works with immigrants and refugees in career counseling, ESL, employment services, and vocational training.

Company Name and Address:
Boston Harbor Hotel
70 Rose Wharf
Boston MA

Program Title: Boston Harbor Hotel Workplace Education

Program Director/Contact Person:
Betsie Bedell
(at JVS)
(617) 734-0258

Description of Training Program:
The class is ESL, survival and workplace related with some literacy. The students are entry-level employees, mostly domestics and stewards. Three levels of ESL are taught. The funding for the classes comes from the Neighborhood Jobs Trust of Boston.

Duration of Training Cycles: 8 weeks
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 12-15

Ethnic/Language Groups Served: Hispanic and Chinese

Starting Date and Project Continuation:
January, 1988 to January, 1990;
continuation beyond 2 years is uncertain.

Massachusetts

Educational Agency Partner:
Jewish Vocational Services
325 Howard Street, Room 204
Brookline MA 02146

Jewish Vocational Services (JVS) is a nationwide nonprofit CBO. In the Boston Area, JVS works with immigrants and refugees in career counseling, ESL, employment services, and vocational training.

Company Name and Address:
C&K Components
15 Riverdale Avenue
Newton MA 02158

Program Title: C&K Components Worksite ESL and Literacy Program

Program Director/Contact Person:
Betsie Bedell
(at JVS)
(617)734-0258

Description of Training Program:
There are two classes, beginning and advanced, which include survival and workplace ESL and some VESL. Students attend on paid release time. Students are mostly assemblers.

Duration of Training Cycles: ongoing
Class Schedule: 2 classes
2 hours per class
2 meetings per week
Number of Students: 30-35 in all

Ethnic/Language Groups Served: Mixed, Hispanic

Starting Date and Project Continuation:
1988; in second year;
may continue.

Massachusetts

Educational Agency Partner:
Jewish Vocational Services
325 Howard Street, Room 204
Brookline MA 02146

Jewish Vocational Services (JVS) is a nationwide nonprofit CBO. In the Boston Area, JVS works with immigrants and refugees in career counseling, ESL, employment services, and vocational training.

Company Name and Address:
Pneumatic Scale
65 Newport Avenue
North Quincy MA 02171

Program Title: Pneumatic Scale Worksite Literacy Project

Program Director/Contact Person:
Betsie Bedell
(at JVS)
(617)734-0258

Description of Training Program:
There are two classes, beginning and advanced, which include survival and workplace ESL and some VESL. Students attend on paid release time. Students are mostly machinists.

Duration of Training Cycles: ongoing
Class Schedule: 2 classes
2 hours per class
2 meetings per week
Number of Students: 12 per class

Ethnic/Language Groups Served: Vietnamese, Hispanic, Greek

Starting Date and Project Continuation:
1988; in second year;
will continue.

Massachusetts

Educational Agency Partner:
Labor Education Center
Workplace Education Project
Southeastern University
South Dartmouth MA 02747

Company Name and Address:
Calvin Clothing Corp.
64 Conduit St.
New Bedford MA 02740

Program Title: ESL

Program Director/Contact Person:
Jackie Anger
(at Labor Ed. Center)
(508)999-8007

Description of Training Program:
The program offers a liberal curriculum that changes to meet students' needs. It emphasizes survival English. Union-related information is integrated with work-specific English. The program is state funded.

Duration of Training Cycles: Sept. 1989 - June 1989
Class Schedule: 3 classes
1 1/2 hours per class
3 meetings per week
Number of Students: 10-12 per class

Ethnic/Language Groups Served: Portuguese, Hispanic

Starting Date and Project Continuation:
Established 1989; continuation depends on more state funds.

Massachusetts

Educational Agency Partner:
Labor Education Center
Workplace Education Project
Southeastern Massachusetts University
South Dartmouth MA 02747

Company Name and Address:
Cliftex Plant A
79 Brooks Street
New Bedford MA 02740

Program Title: ESL Classes

Program Director/Contact Person:
Jackie Anger
(at Labor Ed. Center)
(508)999-8007

Description of Training Program:
The program offers a liberal curriculum that changes to meet students' needs. It emphasizes survival English. Union-related information is integrated with work-specific English.

Duration of Training Cycles: ongoing
Class Schedule: 2 classes
1 1/2 hours per class
3 meetings per week
Number of Students: 10-12 per class

Ethnic/Language Groups Served: Hispanic, Portuguese

Starting Date and Project Continuation:
Established 1986;
September, 1989 through 1990.

Massachusetts

Educational Agency Partner:
Labor Education Center
Workplace Education Project
Southeastern University
South Dartmouth MA 02747

Company Name and Address:
United Auto Workers Union Hall
1446 Acushnet Ave.
New Brunswick MA 02740

Program Title: ESL Classes

Program Director/Contact Person:
Jackie Anger
(at Labor Ed. Center)
(508)999-8007

Description of Training Program:
The program offers a liberal curriculum that changes to meet students' needs. It emphasizes survival English. Union-related information is integrated with work-specific English. The program is federally funded.

Duration of Training Cycles: 6 months
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 15

Ethnic/Language Groups Served: Hispanic, Portuguese

Starting Date and Project Continuation:
October 1, 1989 - March 31, 1990.

Massachusetts

Educational Agency Partner:
Massachusetts Career Development Institute
140 Wilbraham Ave.
Springfield MA 01109

Company Name and Address:
EASCO Hand Tools, Inc.
116 Wason Ave.
Springfield MA 01107

Program Title: Workplace Education Project

Program Director/Contact Person:
Norman Halls
(at MCDI)
(413)781-5640

Description of Training Program:
The company is trying to upgrade its technology. Management decided to provide English, basic education, and math via a combination of job-specific and basic survival English.

Duration of Training Cycles: 9 week session
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 12-18

Ethnic/Language Groups Served: Portuguese

Starting Date and Project Continuation:
1985 -- ongoing; management wants it to continue.

Massachusetts

Educational Agency Partner:
Massachusetts Career Development Institute
140 Wilbraham Ave.
Springfield MA 01109

Company Name and Address:
Geriatric Authority of Holyoke
45 Lower Westfield Rd.
Holyoke MA 01040

Program Title: Workplace Education Program

Program Director/Contact Person:
Norman Halls
(at MCDI)
(413)781-5640

Description of Training Program:
The agency offers ESL for basic education and GED preparation. The program targets laundry and food service workers whose jobs require them to be literate. More funding from D.O.E. is expected.

Duration of Training Cycles: 18 months
Class Schedule: 2 classes
2 hours per class
2 meetings per week
Number of Students: 100 served

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
January 1, 1990; continuation beyond funding cycle is uncertain.

Minnesota

Educational Agency Partner:
Directions
4900 Viking Drive #105
Edina MN 55435

Company Name and Address:
Holiday Inn International
Bloomington MN 55420

Program Title: Workplace Literacy

Program Director/Contact Person:
Heather Huseby
(at Directions)
(612)830-9221

Description of Training Program:
The program is directed towards housekeepers and food and beverage workers.

Duration of Training Cycles: 8 weeks
Class Schedule: 2 classes
1 hour per class
2 meetings per week
Number of Trainees: varies

Ethnic/Language Groups Served: Southeast Asian and Hispanic

Starting Date and Project Continuation:
October, 1989 - December;
January, 1990 - March, 1990.

Minnesota

Educational Agency Partner:
Directions
4900 Viking Drive #105
Edina MN 55435

Company Name and Address:
Medallion Kitchens
Waconia MN 55387

Program Title: Workplace Literacy

Program Director/Contact Person:
Heather Huseby
(at Directions)
(612)830-9221

Description of Training Program:
Class content involved oral communication skills relating to workplace needs.

Duration of Training Cycles: 8 weeks
Class Schedule: 1 class
1 hour per class
1 meeting per week
Number of Trainees: 15

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
October, 1989 - December, 1989.

Minnesota

Educational Agency Partner:
St. Paul Public Schools ABE Program
740 York Street
St. Paul MN 55706

The ABE Program holds classes at schools, union halls and companies.

Company Name and Address:
Twin Cities Assembly Plant
Ford Motor Co.
966 S. Mississippi River Blvd.
St. Paul MN 55105

Program Title: Skills Enhancement Program

Program Director/Contact Person:
Brenda Jones and Lynn Corrigan
(at St. Paul ABE)
(612)696-0556

Description of Training Program:
The program consists of both general and job-specific ABE, literacy and ESL, individualized and in small group instruction. The program was developed through collaboration between the union and management and is paid for by the local plant, the company and the employees.

Duration of Training Cycles: ongoing
Class Schedule: varies
Number of Trainees: varies

Ethnic/Language Groups Served: Hispanic and Asian

Starting Date and Project Continuation:
March, 1988 -- ongoing.

Nebraska

Educational Agency Partner:
Southeast Community College
8800 O Street
Lincoln NE 68520

Company Name and Address:
Land and Sky Waterbed

Program Title: Limited English Language

Program Director/Contact Person:
Curt Sederburg
(at SECC)
(402)471-3333

Description of Training Program:
The class sessions focus on ESL with some work on job specific language and vocabulary.

Duration of Training Cycles: varies
Class Schedule: 1 class
2 hours per class
4 meetings per week
Number of Students: 10-15

Ethnic/Language Groups Served: Vietnamese and Cambodian

Starting Date and Project Continuation:
September, 1989 -- ongoing.

New Jersey

Educational Agency Partner:
Institute for Management and Technical Development
Middlesex County College
90 Northfield Avenue
Edison NJ 08837

Company Name and Address:
Federal Business Center

Program Title: ESL

Program Director/Contact Person:
Priscilla Walsh
(at the Institute)
(201)417-0690

Description of Training Program:
The program was designed for warehouse employees and began with some language needs assessment. Classes involve ESL and some workplace and job specific language.

Duration of Training Cycles: 12 weeks
Class Schedule: 1 class
2 hours per class
1 meeting per week
Number of Students: 7

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
Fall, 1989;
continuation uncertain.

New Jersey

Educational Agency Partner:
Institute for Management and Technical Development
Middlesex County College
90 Northfield Avenue
Edison NJ 08837

Company Name and Address:
W.H. Smith Publishing Company

Program Title: ESL

Program Director/Contact Person:
Priscilla Walsh
(at the Institute)
(201)417-0690

Description of Training Program:
ESL for primarily East Indian trainees in management programs.

Duration of Training Cycles: 32 hours
Class Schedule: 2 classes
2 hours per class
2 meetings per week
Number of Students: 10

Ethnic/Language Groups Served: East Indian

Starting Date and Project Continuation:
1989;
will begin again in the spring of 1990.

New Jersey

Educational Agency Partner:
Union County College
Department of Continuing Education
10 Bulter Street
Elizabeth NJ 07206

Company Name and Address:
White Office Systems

Program Title: ESL

Program Director/Contact Person:
Dr. Joanne LaPerla
(at Union C.C.)
(201)709-7603

Description of Training Program:
White Office Systems is one company in which Union County College has provided a variety of customized general ESL and ESL Literacy programs. Other businesses and industries served are Schering-Plough, Hoffman-LaRoche, Construction Specialties, Overlook Hospital, Alpha Wire, Fablock Mills, and Ever Ready Label. Some courses are specifically designed to include job-related materials, other, by request, are general language courses.

Duration of Training Cycles: varies
Class Schedule: varies
Number of Students: varies

Ethnic/Language Groups Served: Hispanic: Columbian, Cuban and other South Americans; Asian, Portuguese, Russian

Starting Date and Project Continuation:
Fall, 1987 -- ongoing.

New Mexico

Educational Agency Partner:
Albuquerque Technical Vocational Institute (TVI)
525 Buena Vista, SE
Albuquerque NM 87106

TVI is a public post-secondary school that provides occupational education and coursework leading to associate degrees.

Company Name and Address:
Digital Corporation
P.O. Box 80
Albuquerque NM 87103

Program Title: Digital/Albuquerque
TVI Educational Partnership

Program Director/Contact Person:
Joanne Poe
(at Digital)
(505) 345-3311
Ruth Tangman
(at TVI)
(505)848-1483

Description of Training Program:
At present, the on-site classes consist of one beginning math and one advanced math class. At other times there are other ABE, ESL or GED classes. The math classes are not specifically ESL oriented, however, most participants are from language minority groups. TVI provides the teacher and materials.

Duration of Training Cycles: 15 weeks
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 10

Ethnic/Language Groups Served: Hispanic, Asian and Native American

Starting Date and Project Continuation:
September, 1989 -- ongoing.

New York

Educational Agency Partner:
Pace University -- English Language Center
Education House
78 N. Broadway
White Plains NY 10603

Company Name and Address:
Arrowood
Anderson Hill Road
Ryebrook NY 10573

Program Title: English Classes

Program Director/Contact Person:
Wendy Lunsten, Director of Personnel
(at Arrowood)
(914)939-5500
Toni Campoamor
(at Pace)
(914)422-4135

Description of Training Program:
ESL classes are offered to housekeepers and others who come into contact with guests. This job-specific program helps French- and Spanish-speaking employees. English is required in certain staff positions.

Duration of Training Cycles: 6 weeks
Class Schedule: 1 class
1 hours per class
2 meetings per week
Number of Students: 20

Ethnic/Language Groups Served: Hispanic and Francophone

Starting Date and Project Continuation:
January, 1990.

New York

Educational Agency Partner:
Westchester Community College
Department of Community Services
Valhalla NY 10595

Company Name and Address:
Westchester Marriott Hotel
670 White Plains Rd.
Tarrytown NY 10591

Program Title: ESL Classes

Program Director/Contact Person:
Lisa Geller, Personnel
(at Marriott)
(914)631-2200
Alfredo LoGiudice
(at Westchester C.C.)
(914)285-6651

Description of Training Program:
Large groups/classes are on-site at the hotel. Job-related English and survival skills are emphasized. The hotel provides transportation and tuition reimbursement for LEP employees.

Duration of Training Cycles: offered on an as-needed basis
Class Schedule: varies
Number of Students: 8

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
Operating on an as-needed basis.

Oklahoma

Educational Agency Partner:
Adult and Community Education
327 S. New Haven St.
Tulsa OK 74147

Adult and Community Education is a public ABE center that runs classes at its facility and at various schools. This program is the only public/private partnership.

Company Name and Address:
Ford Glass Plant
820 W. Charleston St.
Broken Arrow OK 74011

Program Title: UAW, Ford Glass Plant, Skill Enhancement and ABE Program

Program Director/Contact Person:
Barbara Miller, Program Director
(at Ford)
(918)254-5254
Tina Morris
(at Adult & Com. Ed.)
(918)745-6310

Description of Training Program:
The ABE Program, run by the UAW union, includes ABE, subject review, GED and ESL classes depending on the needs and interests of the employees involved. These classes are general in nature and do not relate to particular jobs. ESL may be worked on in classes that are not necessarily for ESL on an individual basis.

Duration of Training Cycles: 4 cycles per year
100 hours each
Class Schedule: 2 classes per cycle
2 1/2 hours per class
2 meetings per week
Number of Students: 12 per class

Ethnic/Language Groups Served: Hispanic, Asian and Pacific Islanders

Starting Date and Project Continuation:
July, 1988 -- ongoing.

Oklahoma

Educational Agency Partner:
Oklahoma City Learning Center
715 N. Walker Street
Oklahoma OK 73102

Oklahoma City Learning Center is a public ABE program housed at a high school. Most classes are held at various school sites.

Company Name and Address:
Baptist Memorial Medical Center
3300 NW Expressway
Oklahoma OK 73112

Program Title: Baptist Memorial Medical Center, ESL

Program Director/Contact Person:
Cindy Mounts
(405) 949-3219
Valene Cooks
(at OK City Learning Center)
(405)232-5273

Description of Training Program:
The class is general ESL. Students hold various jobs and the enrollment is open, so the students vary from week to week. The class is usually taught at several levels. The State Dept. of Education pays for the classes. The hospital provides the space and students are not paid.

Duration of Training Cycles: 6 month sessions
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 18-25

Ethnic/Language Groups Served: Hispanic and Asian

Starting Date and Project Continuation:
September, 1989 to March, 1990 -- ongoing.

Texas

Educational Agency Partner:
Community Education
North East Independent School District
2523 Bitters Road
San Antonio TX 78217

Company Name and Address:
North East Baptist Hospital
111 Dallas Street
San Antonio TX 78286

Program Title: Workplace Literacy & ESL

Program Director/Contact Person:
Marie Jester
(at Com. Ed.)
(512)657-8866

Description of Training Program:
The North East Baptist Hospital sponsors three programs: 1. Nurses aides; 2. Custodial; and 3. Maintenance. These classes teach basic skills and include individual tutoring to severely LEP students.

Duration of Training Cycles: 8-10 week sessions
Class Schedule: 2 classes
1 1/2 hours per class
2 meetings per week
Number of Students: 30 served

Ethnic/Language Groups Served: Hispanic, Indonesian, and a variety of other nationalities

Starting Date and Project Continuation:
January, 1990 to June, 1990.

Texas

Educational Agency Partner:
Community Education
North East Independent School District
2523 Bitters Rd.
San Antonio TX 78217

Company Name and Address:
North East Independent
School District
Travis Building
San Antonio Texas 78217

Program Title: Workplace Literacy ESL

Program Director/Contact Person:
Marie Jester
(at Com. Ed.)
(512)657-8866

Description of Training Program:
The District offers two levels of programs: basic skills and advanced for ESL; and individual tutoring for entry-level employees in transportation, food, custodial and maintenance services.

Duration of Training Cycles: 8 and 10 week sessions
Class Schedule: 4-5 classes
1 1/2 hours per class
2 meetings per week
Number of Students: 65

Ethnic/Language Groups Served: Mixed

Starting Date and Project Continuation:
January, 1990 - June, 1990.

Texas

Educational Agency Partner:
Community Education
North East Independent School District
2523 Bitters Rd.
San Antonio TX 78217

Company Name and Address:
Rousse Companies (2 Malls):

1. North Star Mall
   2000 North Star Mall
   San Antonio TX 78216

2. Central Park
   Shopping Center
   P.O. Box 16957
   San Antonio TX 78280

Program Title: Workplace Literacy

Program Director/Contact Person:
Marie Jester
(at Com. Ed.)
(512)657-8866

Description of Training Program:
The companies offer ESL/basic and advanced skills for entry level employees in food service and custodial/maintenance services. The malls are combined for classes.

Duration of Training Cycles: 8 and 10 week sessions
Class Schedule: 2 classes
1 1/2-2 hours per class
2 meetings per week
Number of Students: 20.

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
January, 1990 - June, 1990.

Texas

Educational Agency Partner:
Community Education
North East Independent School District
2523 Bitters Rd.
San Antonio TX 78217

Company Name and Address:
San Antonio International Airport
9800 Airport Blvd.
San Antonio TX 78216

Program Title: Workplace Literacy & ESL

Program Director/Contact Person:
Marie Jester
(at Com. Ed.)
(512)657-8866

Description of Training Program:
The airport sponsors two separate programs: 1. Airfield Personnel; and 2. custodial/maintenance. The educational provider offers needs assessment tests for employees' levels and abilities. ESL basic skills and individual tutoring for reading are offered.

Duration of Training Cycles: 8-10 week sessions
Class Schedule: 4 classes
2 hours per class
2 meetings per week
Number of Students: 28

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
December, 1989 - June 30, 1990.

Texas

Educational Agency Partner:
Education Service Center, Region Twenty
1314 Hines
San Antonio TX 78208

Company Name and Address:
Herrera Amnesty
1595 Bandera Road
San Antonio TX 78228

Program Title: Business and Industry ESL

Program Director/Contact Person:
Rene Coronado
(at ESC, Region 20)
(512)299-2400

Description of Training Program:
Classes cover general English; conversational English is emphasized. Students have input into curriculum. Work-related issues and language skills are integrated.

Duration of Training Cycles: ongoing (September to May)
Class Schedule: 3 classes
2 hours per class
2 meetings per week
Number of Students: appox. 15 per class

Ethnic/Language Groups Served: Hispanic (primarily)

Starting Date and Project Continuation:
Ongoing.

Texas

Educational Agency Partner:
Education Service Center, Region Twenty
1314 Hines
San Antonio TX 78208

Company Name and Address:
Levi-Strauss
6818 Zarzamora
San Antonio TX 78212

Program Title: Business and Industry ESL

Program Director/Contact Person:
Rene Coronado
(at ESC, Region 20)
(512)294-2400

Description of Training Program:
Classes cover general English; conversational English is emphasized. Students have input into curriculum. Work-related issues and language skills are integrated.

Duration of Training Cycles: ongoing (September to May)
Class Schedule: 5 classes
2 hours per class
2 meetings per week
Number of Students: approx. 15 per class

Ethnic/Language Groups Served: Hispanic (primarily)

Starting Date and Project Continuation:
Ongoing.

Texas

Educational Agency Partner:
Education Service Center, Region Twenty
1314 Hines
San Antonio TX 78208

Company Name and Address:
Zumwalt & Paving
FM 1560
Bandera TX 78023

Program Title: Business and Industry ESL

Program Director/Contact Person:
Rene Coronado
(at ESC, Region 20)
(512)294-2400

Description of Training Program:
Classes cover general English; conversational English is emphasized. Students have input into curriculum. Work-related issues and language skills are integrated.

Duration of Training Cycles: ongoing (September to May)
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: approx. 15

Ethnic/Language Groups Served: Hispanic (primarily)

Starting Date and Project Continuation:
Ongoing.

Texas

Educational Agency Partner:
El Paso Community College
P.O. Box 20500
El Paso TX 79998

Company Name and Address:
J & J Register (Philips Industries)
12504 Weaver Rd.
El Paso TX 79927

Program Title: ESL

Program Director/Contact Person:
Carol Clymer
(at El Paso C.C.)
(915)534-4162

Description of Training Program:
The program is reorganizing to work 4 levels of ESL into employees' shifts and to provide job-specific ESL and life skills instruction. The curriculum developed with employee and company participation, includes reading, writing, speaking, listening and a little math. The provider is experimenting with turning workspace into learning environment. Employees are encouraged to speak English while working.

Duration of Training Cycles: 9/89 to 5/90
Class Schedule: 4 classes
open entry/open exit format
2 hours per class
2 meetings per week
Number of Students: 50

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
July, 1989;
will continue.

Texas

Educational Agency Partner:
El Paso Community College
P.O. Box 20500
El Paso TX 79998

Company Name and Address:
Levi-Strauss (Goodyear Plant)
1440 Goodyear
El Paso TX 79936

Program Title: Tele LEA (Literary Education Action)

Program Director/Contact Person:
Carol Clymer
(at El Paso C.C.)
(915)534-4162

Description of Training Program:
Currently the program has 4 levels of ESL literacy, not job specific, with some vocational and life skills content. Instruction is delivered over television. The educational provider has a grant from Texas Higher Education to set up ESL.

Duration of Training Cycles: 12 weeks
Class Schedule: 4 levels (classes)
4 hours per week
2 meetings per class
Number of Students: 200

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
January, 1988;
will continue.

Virginia

Educational Agency Partner:
Arlington Education and Employment
Wilson Adult Center
1601 Wilson Blvd.
Arlington VA 22209

Company Name and Address:
Charles E. Smith Co.
4400 N. 36th Street
Arlington VA 22207

Program Title: ESL & Workplace Literacy

Program Director/Contact Person:
Elaine Squeri
(at Wilson Adult Center)
(703)358-4200
Maureen Caughran
(at Smith Co.)

Description of Training Program:
The provider pretests 15 students. Management usually decides to focus on the employees at lowest literacy level. Students are all in maintenance and cleaning services in a residential townhouse complex built and run by the company.

Duration of Training Cycles: 15 weeks
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 8

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
September, 1989 - December 20, 1989.

Virginia

Educational Agency Partner:
Arlington Education and Employment
Wilson Adult Center
1601 Wilson Blvd.
Arlington VA 22209

Company Name and Address:
Days Crystal City
200 Jefferson Davis Highway
Arlington VA 22202

Program Title: ESL & Workplace Literacy

Program Director/Contact Person:
Elaine Squeri
(at Wilson Adult Center)
(703)358-4200

Description of Training Program:
Housekeepers, and food and beverage personnel are pretested three - four weeks prior to class. Specifying the ESL focus, a presentation is made to management who usually decides to work with employees with lowest scores. The curriculum is competency-based, offers practical information, is created from site visits (literacy audits) with input from management, and is customized to each site. The staff meets with teachers and gives feedback regularly.

Duration of Training Cycles: 15 weeks
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 38

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
January, 1989 - December 31, 1989.
No-cost extension until March, 1990.

Virginia

Educational Agency Partner:
Arlington Education and Employment
Wilson Adult Center
1601 Wilson Blvd.
Arlington VA 22209

Company Name and Address:
Embassy Suites
1300 Jefferson Davis Highway
Arlington VA 22202

Program Title: ESL & Workplace Literacy

Program Director/Contact Person:
Elaine Squeri
(at Wilson Adult Center)
(703)358-4200

Description of Training Program:
Housekeepers, and food and beverage personnel are pretested three - four weeks prior to class. Specifying the ESL focus, a presentation is made to management who usually decides to work with employees with lowest scores. The curriculum is competency-based, offers practical information, is created from site visits (literacy audits) with input from management, and is customized to each site. The staff meets with teachers and gives feedback regularly.

Duration of Training Cycles: 15 weeks
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 23

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
January, 1989 - December 31, 1989.
No-cost extension until March, 1990.

Virginia

Educational Agency Partner:
Arlington Education and Employment
Wilson Adult Center
1601 Wilson Blvd.
Arlington VA 22209

Company Name and Address:
Executive Best Western
2480 South Globe Road
Arlington VA 22206

Program Title: ESL & Workplace Literacy

Program Director/Contact Person:
Elaine Squeri
(at Wilson Adult Center)
(703)358-4200

Description of Training Program:
Housekeepers, and food and beverage personnel are pretested three - four weeks prior to class. Specifying the ESL focus, a presentation is made to management who usually decides to work with employees with lowest scores. The curriculum is competency-based, offers practical information, is created from site visits (literacy audits) with input from management, and is customized to each site. The staff meets with teachers and gives feedback regularly.

Duration of Training Cycles: 15 weeks
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 31

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
January, 1989 - December 31, 1989.
No-cost extension until March, 1990.

Virginia

Educational Agency Partner:
Arlington Education and Employment
Wilson Adult Center
1601 Wilson Blvd.
Arlington VA 22209

Company Name and Address:
Hyatt Arlington
1325 Wilson Blvd.
Arlington VA 22209

Program Title: ESL & Workplace Literacy

Program Director/Contact Person:
Elaine Squeri
(at Wilson Adult Center)
(703)358-4200

Description of Training Program:
Housekeepers, and food and beverage personnel are pretested three - four weeks prior to class. Specifying the ESL focus, a presentation is made to management who usually decides to work with employees with lowest scores. The curriculum is competency-based, offers practical information, is created from site visits (literacy audits) with input from management, and is customized to each site. Staff meets with teachers and gives feedback regularly. Also offered: an "advanced" class for food and beverage restaurant workers.

Duration of Training Cycles: 15 weeks
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 26

Ethnic/Language Groups Served: Haitian, Korean, West Indian and Chinese

Starting Date and Project Continuation:
January, 1989 - December 31, 1989.
No-cost extension until March, 1990.

Virginia

Educational Agency Partner:
Arlington Education and Employment
Wilson Adult Center
1601 Wilson Blvd.
Arlington VA 22209

Company Name and Address:
Hyatt Regency
2799 Jefferson Davis Highway
Arlington VA 22202

Program Title: ESL & Workplace Literacy

Program Director/Contact Person:
Elaine Squeri
(at Wilson Adult Center)
(703)358-4200

Description of Training Program:
Housekeepers, and food and beverage personnel are pretested three - four weeks prior to class. Specifying the ESL focus, a presentation is made to management who usually decides to work with employees with lowest scores. The curriculum is competency-based, offers practical information, is created from site visits (literacy audits) with input from management, and is customized to each site. The staff meets with teachers and gives feedback regularly.

Duration of Training Cycles: 15 weeks
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 30

Ethnic/Language Groups Served: Mixed

Starting Date and Project Continuation:
Will continue in January, 1990.

Virginia

Educational Agency Partner:
Arlington Education and Employment
Wilson Adult Center
1601 Wilson Blvd.
Arlington VA 22209

Company Name and Address:
Key Bridge Marriott
1401 Lee Highway
Arlington Virginia 22209

Program Title: ESL & Workplace Literacy

Program Director/Contact Person:
Molly Kirby
(at Wilson Adult Center)
(703)358-4200

Description of Training Program:
The program consists of ESL on an intermediate level for hotel's housekeeping staff. Classes are conducted on-site from one component of the funding. (The adult learning center at Arlington Education and Employment Program supplements and continues the ESL curriculum offered on-site.)

Duration of Training Cycles: 15 weeks
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 18

Ethnic/Language Groups Served: Mixed

Starting Date and Project Continuation:
July 1, 1989 - June 30, 1990.

Virginia

Educational Agency Partner:
Arlington Education and Employment
Wilson Adult Center
1601 Wilson Blvd.
Arlington VA 22209

Company Name and Address:
Marriott Crystal City
1999 Jefferson Davis Highway
Arlington Virginia 22202

Program Title: ESL & Workplace Literacy

Program Director/Contact Person:
Molly Kirby
(at Wilson Adult Center)
(703)358-4200

Description of Training Program:
The hotel uses the Wilson Adult Center for its classes. There are intermediate level classes for the hotel's housekeeping staff. (The adult learning center at Arlington Education and Employment Program supplements and continues the ESL curriculum offered.)

Duration of Training Cycles: 15 weeks
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 18

Ethnic/Language Groups Served: Mixed

Starting Date and Project Continuation:
July 1, 1989 - June 30, 1990.

Virginia

Educational Agency Partner:
Arlington Education and Employment
Wilson Adult Center
1601 Wilson Blvd.
Arlington VA 22209

Company Name and Address:
Marriott Crystal Gateway
1700 Jefferson Davis Highway
Arlington VA 22202

Program Title: ESL & Workplace Literacy

Program Director/Contact Person:
Molly Kirby
(at Wilson Adult Center)
(703)358-4200

Description of Training Program:
Intermediate ESL classes are offered at the hotel. (The adult learning center at Arlington Education and Employment Program supplements and continues the ESL curriculum offered on-site.)

Duration of Training Cycles: 15 weeks
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 18

Ethnic/Language Groups Served: Mixed

Starting Date and Project Continuation:
July 1, 1989 - June 30, 1990.

Virginia

Educational Agency Partner:
Arlington Education and Employment
Wilson Adult Center
1601 Wilson Blvd.
Arlington VA 22209

Company Name and Address:
Quality Hotel
1200 North Courthouse Road
Arlington VA 22201

Program Title: ESL & Workplace Literacy

Program Director/Contact Person:
Elaine Squeri
(at Wilson Adult Center)
(703)358-4200

Description of Training Program:
Housekeepers, and food and beverage personnel are pretested three - four weeks prior to class. Specifying the ESL focus, a presentation is made to management who usually decides to work with employees with lowest scores. The curriculum is competency-based, offers practical information, is created from site visits (literacy audits) with input from management, and is customized to each site. The staff meets with teachers and gives feedback regularly.

Duration of Training Cycles: 15 weeks
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 38

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
January, 1989 - December 31, 1989.
No-cost extension until March, 1990.

Virginia

Educational Agency Partner:
Arlington Education and Employment
Wilson Adult Center
1601 Wilson Blvd.
Arlington VA 22209

Company Name and Address:
Stouffer Concourse Hotel
2399 Jefferson Davis Highway
Arlington VA 22202

Program Title: ESL & Workplace Literacy

Program Director/Contact Person:
Elaine Squeri
(at Wilson Adult Center)
(703)358-4200

Description of Training Program:
Housekeepers, and food and beverage personnel are pretested three - four weeks prior to class. Specifying the ESL focus, a presentation is made to management who usually decides to work with employees with lowest scores. The curriculum is competency-based, offers practical information, is created from site visits (literacy audits) with input from management, and is customized to each site. The staff meets with teachers and gives feedback regularly.

Duration of Training Cycles: 15 weeks
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 15

Ethnic/Language Groups Served: Mixed

Starting Date and Project Continuation:
January, 1989 - December 30, 1989.

Virginia

Educational Agency Partner:
Fairfax County Adult and Community Education
Pimmit Hills Center
7510 Lisle Avenue
Falls Church VA 22043

This is a public ABE Center with ABE, ESL and GED classes held at a number of schools and some customized worksite programs, as well as continuing education courses.

Company Name and Address:
Boat, U.S.
800 S. Pickett Street
Alexandria VA 22304

Program Title: Boat, U.S. -- ESL

Program Director/Contact Person:
Lisa Gibson
(at Boat, U.S.)
(703)823-9550
Kate Silc
(at Fairfax Co. ACE)
(703)893-7285

Description of Training Program:
There is one intermediate to advanced ESL class that focuses on oral/aural language skills and U.S. geography for telephone customer service work. The students are mostly entry-level data entry and mailing workers the company wants to promote. The company pays for release time.

Duration of Training Cycles: 60 hour cycle
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 15

Ethnic/Language Groups Served: Hispanic, Vietnamese and Afghani

Starting Date and Project Continuation:
September, 1989;
continuation uncertain.

Virginia

Educational Agency Partner:
Fairfax County Adult and Community Education
Pimmit Hills Center
7510 Lisle Avenue
Falls Church VA 22043

Company Name and Address:
Fairfax County Public Schools,
Support Services - Walnut Hill Center

Program Title: Fairfax County Public Schools,
Support Services ESL

Program Director/Contact Person:
Mary Lee Herzing
(at Fairfax Co. Schools)
(703)698-0400
Kate Silc
(at Fairfax Co. ACE)
(703)893-7285

Description of Training Program:
There are four classes at 3 different school sites. Students are mostly custodians and the class content is English for the workplace with oral skills such as asking for directions, clarification, explaining, reporting in sick, etc. Class levels are mixed. The district provides one hour of release time.

Duration of Training Cycles: 60 hours (from Sept.-May)
Class Schedule: 4 classes
2 hours per class
3 meetings per week
Number of Students: 80

Ethnic/Language Groups Served: Hispanic, Korean and Vietnamese

Starting Date and Project Continuation:
September, 1986 -- ongoing.

Virginia

Educational Agency Partner:
Fairfax County Adult and Community Education
Pimmit Hills Center
7510 Lisle Avenue
Falls Church VA 22043

Company Name and Address:
Fairfax Hospital
3300 Gallows Road
Falls Church VA 22046

Program Title: Fairfax Hospital Workplace Literacy Program

Program Director/Contact Person:
Kate Silc,
(at Fairfax Co. ACE)
(703)893-7285

Description of Training Program:
There are two ESL classes: one beginning and one intermediate that include general ESL, workplace ESL, literacy and some VESL. Before the classes were set up, the supervisors of potential students were interviewed about the language skills needed on the job. The students are entry-level custodians and food and laundry service workers. Classes are funded by the hospital and the State Dept. of Education.

Duration of Training Cycles: 60 hour cycles
Class Schedule: 2 classes
2 hours per class
2 meetings per week
Number of Students: 30

Ethnic/Language Groups Served: Hispanic, Korean and Vietnamese

Starting Date and Project Continuation:
September, 1988 to September, 1990;
continuation uncertain.

Virginia

Educational Agency Partner:
Fairfax County Adult and Community Education
Pimmit Hills Center
7510 Lisle Avenue
Falls Church VA 22043

Company Name and Address:
First American Data Services
1880 Campus Common, South
Reston VA 22091

Program Title: First American Data Services - ESL

Program Director/Contact Person:
Ken Everingham
(at First American)
(703)648-3557
Kate Silc
(at Fairfax Co. ACE)
(703)893-7285

Description of Training Program:
There is one high intermediate ESL class that focuses on telephone skills for check proofers and processors. Skills include pronunciation, question asking and aural comprehension. The company offers paid release time.

Duration of Training Cycles: 60 hour cycles offered twice a year
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 13

Ethnic/Language Groups Served: Hispanic, Vietnamese and Filipino

Starting Date and Project Continuation:
September, 1986 -- ongoing.

Virginia

Educational Agency Partner:
Fairfax County Adult and Community Education
Pimmit Hills Center
7510 Lisle Avenue
Falls Church VA 22043

Company Name and Address:
Van Management
P.O. Box 2343
Arlington VA 22202

Program Title: McDonald's Training -- ESL

Program Director/Contact Person:
Bernie Fero
(at Van)
(703)273-9866
Kate Silc
(at Fairfax Co. ACE)
(703)893-7285

Description of Training Program:
There is one ESL class with 2 levels. Both levels use McDonald's training materials and involve customer contact, order placing, conversations with vendors, etc. The upper level is more job-specific, the lower is basic ESL and some job situations. Students attend classes on release time.

Duration of Training Cycles: 60 hour cycles offered twice a year
Class Schedule: 1 class
4 hours per week
Number of Students: 13

Ethnic/Language Groups Served: Hispanic and Vietnamese

Starting Date and Project Continuation:
September, 1989 to December, 1989;
may continue.

Virginia

Educational Agency Partner:
Fairfax County Adult and Community Education
Pimmit Hills Center
7510 Lisle Avenue
Falls Church VA 22043

Company Name and Address:
Virginia Dept. of Transportation
Training Division
10777 Main Street
Fairfax VA 22030

Program Title: Virginia Dept. of Transportation, ESL

Program Director/Contact Person:
Mary Susan Sparlin
Training Development Specialist
(at VA Dept. of Trans.)
(703)934-5654
Kate Silc
(at Fairfax Co. ACE)
(703)893-7285

Description of Training Program:
There is one class of ESL, ESP and test taking skills for truck drivers who need to pass a new commercial drivers' test. The content includes specific vocabulary for the job and for safety regulations. The Department of Education pays for the class. The students are paid release time.

Duration of Training Cycles: 80 hours
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 8

Ethnic/Language Groups Served: Hispanic and Israeli

Starting Date and Project Continuation:
September, 1989 -- ongoing.

Washington

Educational Agency Partner:
Big Bend Community College
28th & Chanute Streets
Moses Lake WA 98837

Company Name and Address:
Carnation
2908 W. Broadway
Moses Lake WA 98837

Program Title: Work Place Literacy Skills Training Program

Program Director/Contact Person:
Mike Kelly
(at Big Bend C.C.)
(509)762-6242

Description of Training Program:
A JTPA grant provides matching funds to pay for ESL instructors for the potato processing industry. The program mixes employees from Carnation and McCain Foods in classes emphasizing workplace listening, speaking, reading, writing, math skills. Classes are held at the Latin Senior Center in Othello and Big Bend Community College for entry-level employees.

Duration of Training Cycles: 30 weeks (10/89 - 5/90)
Class Schedule: 5 classes
2 1/2 hours per class
2 meetings per week
Number of Students: 55

Ethnic/Language Groups Served: Hispanic

Starting Date and Project Continuation:
November, 1989;
will continue.

Washington

Educational Agency Partner:
Big Bend Community College
28th and Chanute Streets
Moses Lake WA 98837

Company Name and Address:
McCain Foods
P.O. Box 607
Othello WA 99344

Program Title: Work Place Literacy Skills Training Program

Program Director/Contact Person:
Mike Kelly
(at Big Bend C.C.)
(509)762-6242

Description of Training Program:
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Starting Date and Project Continuation:
November, 1989;
will continue.

Washington

Educational Agency Partner:
Refugee Federation Service Center
2200 Rainier Avenue S.
Seattle WA 98144

Company Name and Address:
ELDEC
16620 - 13th Ave. SW
Lynnwood WA 98046

Program Title: Workplace Skills: Enhancement Program

Program Director/Contact Person:
Gary Croft
(at ELDEC)
(206)743-8217
Jeanne Morel
(at RFSC)
(206)323-9365

Description of Training Program:
The program emphasized helping students pass a government weapons specification test. Some employees could do the work but lacked skills to pass the written test. Part of program was geared to ELDEC's vocabulary and part geared to language improvement skills. The ELDEC employees do electronic assembly.

Duration of Training Cycles: 10-12 week session
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 28

Ethnic/Language Groups Served: Korean and South East Asian

Starting Date and Project Continuation:
June, 1989 - December, 1989.
Plan to resume, depending on funding.

Washington

Educational Agency Partner:
Refugee Federation Service Center
2200 Rainier Ave. South
Seattle WA 98144

Company Name and Address:
King County Medical Blue Shield
1800 Terry Ave.
Seattle WA 98111

Program Title: Workplace Skills: Enhancement Program

Program Director/Contact Person:
Patti Hudson
(at King County)
(206)464-5552
Jeanne Morel
(at RFSC)
(206)323-9365

Description of Training Program:
Employees were doing well on jobs, but employer wanted to upgrade their skills. The program focused on oral, written and reading communication skills. Employees came from many areas of the company and wanted to transfer to areas where better communication was needed. This advanced course curriculum included lots of reading and analysis of literature.

Duration of Training Cycles: 11 weeks
Class Schedule: 1 class
1 1/2 hours per class
2 meetings per week
Number of Students: 10-12

Ethnic/Language Groups Served: African, Russian, Filipino, Korean, Vietnamese and Chinese

Starting Date and Project Continuation:
October, 1989 - December, 1989; will continue.

Washington

Educational Agency Partner:
Refugee Federation Service Center
2200 Rainier Ave. South
Seattle WA 98144

Company Name and Address:
Zealandia
14907 Northeast 95th Street
Redmond WA 98052

Program Title: Workplace Skills: Enhancement Program

Program Director/Contact Person:
Alisa McGinty
(at Zealandia)
(206)882-2868
Jeanne Morel
(at RFSC)
(206)323-9365

Description of Training Program:
Students had low-level English and the program emphasized reading and writing, and communication exercises with each other and with supervisors.

Duration of Training Cycles: 10-12 week session
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 20

Ethnic/Language Groups Served: Korean and South East Asian

Starting Date and Project Continuation:
March, 1989 - June, 1989.

Washington

Educational Agency Partner:
Tacoma Community House
1314 South L. Street
Tacoma WA 98405

Company Name and Address:
Morning Sun
3900 G. Industry Drive East
Tacoma WA 98424
(206)922-6589

Program Title: ESL & Workplace Literacy

Program Director/Contact Person:
Ty Dunning
(at Tacoma C.H.)
(206)682-9112

Description of Training Program:
The program works with entry level employees to emphasize how to: ask for clarification; understand time clocks, paychecks, schedules, and safety concerns; phone in sick; prevent fires; give and ask directions; understand benefits; and solve work-related problems.

Duration of Training Cycles: 10 weeks
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 15

Ethnic/Language Groups Served: Cambodian and South East Asian, one Afghani

Starting Date and Project Continuation:
October, 1989; company will continue to fund.

Washington

Educational Agency Partner:
Tacoma Community House
1314 South L. Street
Tacoma WA 98405

Company Name and Address:
Wheeler Technologies
Tacoma Narrows Airport
Gig Harbor WA 98335
(206) 851-5793

Program Title: ESL & Workplace Literacy

Program Director/Contact Person:
Ty Dunning
(at Tacoma C.H.)
(206)682-9112

Description of Training Program:
The program works with Cambodian refugees at entry-level jobs who must improve English skills for job advancement. The emphasis is on asking questions, calling in sick, and other job-related problems. The program also emphasizes cultural issues and expectations while improving communication skills.

Duration of Training Cycles: 10 week sessions
Class Schedule: 1 class
2 hours per class
2 meetings per week
Number of Students: 8

Ethnic/Language Groups Served: Cambodian

Starting Date and Project Continuation:
August, 1989 - December, 1989.

IN-HOUSE PROGRAMS
AND
PRIVATE PARTNERSHIPS

California

Educational Agency Partner:
Educational Data Systems Inc.
22720 Michigan Ave.
Dearborn MI 48124

Company Name and Address:
Apple Computer
48105 Warm Spring Blvd.
Mail Stop 24K4
Fremont CA 94539

Program Title: Literacy Communications Skills

Program Director/Contact Person:
Lisa Granger
(at Apple)
(415)438-7067
Dennis Guzik
(at EDSI)
(313)277-2742

Description of Training Program:
The curriculum is specifically designed to relate to the job context. Instructional workshops train managers and instructors to teach basic language and communications skills emphasizing contextual aspects of the particular job.

Duration of Training Cycles: 50 hours
Class Schedule: 7-10 classes
Number of Students: 10 - 12 per class.

Ethnic/Language Groups Served: Hispanic, Asian, Vietnamese, East Indian.

Starting Date and Project Continuation:
January 30, 1990 - August, 1990.

California

Educational Agency Partner:
ESPRIT Corporation

Company Name and Address:
ESPRIT Corporation
900 Minnesota
San Francisco CA 94107

Program Title: English classes

Program Director/Contact Person:
Judy Riggs
(415)648-6900

Description of Training Program:
The program emphasizes accent improvement, beginning, intermediate, and advanced English, discourse analysis (effective ESPRIT Communication), communications interactions, handling performance reviews, and survival English for the workplace.

Duration of Training Cycles: continuous: 15 weeks, 8 week break;...
Class Schedule: 2-5 classes per session
2 hours per class
2 meetings per week
Number of Students: 10 per class

Ethnic/Language Groups Served: Filipino, Hong Kong Chinese, El Salvadoran, Mexican, Guatemalan and Venuzuelan

Starting Date and Project Continuation:
Program established 1986. ESPRIT is committed to this program.

Massachusetts

Educational Agency Partner:
Greater Boston Hotel Workers Trust

Company Name and Address:
Greater Boston Hotel Workers Trust (Local 26)
58 Berkeley Street
Boston MA 02116

Program Title: Greater Boston Hotel Workers Trust Education Program

Program Director/Contact Person:
Kay Hagermann
(at Union)
(617)423-3335

Description of Training Program:
The ESL program emphasizes beginning ESL and basic oral survival initially, then intermediate and advanced work on reading and writing. In advanced classes, students plan curriculum around current events, history, etc. Local 26 negotiated this program in the 1988 contract. Members are encouraged to use tuition assistance funds to proceed into higher education.

Duration of Training Cycles: 10-12 weeks
Class Schedule: 3 levels (and classes)
2 hours per class
3 meetings per week
Number of Students: 15-25 per class

Ethnic/Language Groups Served: More than twenty ethnic groups, mostly Hispanic and Haitian

Starting Date and Project Continuation:
September, 1989;
will continue at least through 1991.

Massachusetts

Educational Agency Partner:
Polaroid's Adult Education Department

Company Name and Address:
Polaroid Technology Readiness
Norwood Mansion
One Upland Road
Norwood MA 02062

Program Title: Technology Readiness Program

Program Director/Contact Person:
Acquaretta Farrell
(at Polaroid)
(617)446-5208

Description of Training Program:
Polaroid offers four levels of ESL: 1. Preliteracy (never attended school); 2. ESL basic for those with a little English, emphasizes oral communication; 3. Reading/Writing; for those with a need to improve English; and 4. Tutorials for job-related specific needs. In addition, a reading/ writing continuum meets specific ESL needs and improves writing. Polaroid initiated a specific project called the Hardware Apprentice Project which retrained LEP workers for upgraded jobs.

Duration of Training Cycles: ongoing Sep.-Dec., Jan.-Apr., Apr.-Jul.
Class Schedule: various classes
2 hours per class
2 meetings per week
Number of Students: 7-8 per class

Since April, 1989, 70 people retrained in special project hardware apprentice project.

Ethnic/Language Groups Served: Creole Haitian, Cape Verdian Portuguese, Italian, and Hispanic

Starting Date and Project Continuation:
Polaroid has provided ESL services for 30 years.

Michigan

Educational Agency Partner:
Educational Data Systems, Inc.
22720 Michigan Ave.
Dearborn MI 48124

Company Name and Address:
Domino's Pizza
30 Frank Lloyd Wright Drive
Ann Arbor MI 48106

Program Title: Dough Certification

Program Director/Contact Person:
Denise Gorseline
(at Domino's)
(313)663-6300
Dennis Guzik
(at EDSI)
(313)277-2742

Description of Training Program:
Dough makers working at 27 regional distribution centers needed to make product quality consistent. EDSI designed a training program on an interactive videodisc system offered in Italian, Spanish and English. A hardcopy training manual was developed into an interactive training manual. They developed this into a literacy component that was geared to user's level of literacy.

Duration of Training Cycles: ongoing
Class Schedule: 4-20 hours of training, depending on user's skills
Number of Students: 20-25 served in each of 27 regional centers

Ethnic/Language Groups Served: Italian and Hispanic

Starting Date and Project Continuation:
November, 1988 -- ongoing.

New York

Educational Agency Partner:
In Lingua
441 Summer Street
Stamford CT 06905
(203)964-0500

Company Name and Address:
Ciba Geigy
444 Sawmill River Rd.
Ardsley NY 10502

Program Title: Special Accent Remediation

Program Director/Contact Person:
Andy Mar
(at Ciba Geigy)
(914)478-3131

Description of Training Program:
Two Chinese chemists from Taiwan needed accent remediation to improve their oral presentation skills. The company sent them to language school for tutorials especially designed to accommodate this specific problem.

Duration of Training Cycles: 10 lesson program
Class Schedule: 1 1/2 hours per lesson
Number of Students: 2

Ethnic/Language Groups Served: Chinese

Starting Date and Project Continuation:
As needed